

# OFFICIAL GAZETTE

## GOVERNMENT OF GOA

### EXTRAORDINARY

No. 2

#### GOVERNMENT OF GOA

Department of Science, Technology and Environment

#### Notification

5/20/87-STE/Part (I)

In exercise of the powers conferred by section 64 of the Water (Prevention and Control of Pollution) Act, 1974 (Central Act 6 of 1974), the Government of Goa hereby makes the following rules, namely:—

#### CHAPTER I

##### Preliminary

1. *Short title and commencement.*—(1) These rules may be called the Water (Prevention and Control of Pollution) Rules, 1988.

(2) They shall come into force at once.

2. *Definitions.*—In these rules, unless the context otherwise requires,—

(a) "Act" means the Water (Prevention and Control of Pollution) Act, 1974 (Central Act 6 of 1974);

(b) "Board" means the State Board constituted under section 4 of the Act;

(c) "Chairman" means the Chairman of the Board;

(d) "Form" means a form set out in Schedule I;

(e) "Government" means the Government of Goa;

(f) "Member" means a member of the Board and includes the Chairman thereof;

(g) "Member-Secretary" means the member-secretary of the Board;

(h) "Schedule" means a Schedule appended to these rules;

(i) "Section" means a section of the Act;

(j) "State Board Laboratory" means a Laboratory established or recognised as such under sub-section (2) of section 17 of the Act;

(k) "State Water Laboratory" means a Laboratory established or specified as such under sub-section (1) of section 52 of the Act;

(l) "Year" means the financial year commencing on the first day of April.

#### CHAPTER II

3. *Non-Official members to be treated as first Grade Officers for the purpose of payment of travelling allowance and daily allowance.*—(1) The non-official members of the Board shall be entitled to payment of travelling allowance from the Board's fund for the journeys performed by them for the purposes of the Board.

(2) The payment of travelling allowances under these rules shall be regulated by the rules applicable to the Government Officers of Goa.

(3) The non-official members shall be treated as first Grade Officers for the purpose of payment of travelling allowance under the rules referred in sub-rule (2).

(4) All non-official members shall be entitled to the payment of sitting fee at the rate of Rs. 60 (Rupees sixty) for each day of such meeting, in addition to any travelling allowance that is admissible under rule 3.

(5) A non-official member shall not be entitled to any travelling allowance for journeys performed by him on first appointment and on relinquishment.

(6) The Member-Secretary of the Board shall be the Controlling Officer in respect of the travelling allowance bills of the non-official members.

(7) The non-official members who are also members of State Legislative Assembly, shall not be eligible for payment of travelling allowance if they have claimed travelling allowance, for the same journeys and periods for which such allowance has been claimed in their bills for attending the meetings of the Legislative Assembly or any Committees thereof.

## CHAPTER III

4. *Time and place of meetings of the Board or any committee of the Board and procedure to be followed at such meetings including quorum.*—(1) Meetings of the Board shall ordinarily be held at the Headquarters of the Board on such dates as may be fixed by the Chairman.

(2) The Chairman, shall, upon written request of not less than five members of the Board or upon a direction of the Government, call a special meeting of the Board.

(3) Fifteen clear days' notice for an ordinary meeting and three clear days' notice for a special meeting specifying the time and the place at which such meeting is to be held and the business to be transacted there at, shall be given by the member-secretary to the members.

(4) Notice of a meeting may be given to the members by delivering the same by messenger or sending it by registered post to his last known place of residence or business or in such other manner as the Chairman may, in the circumstances of the case, deem fit.

(5) No member shall be entitled to bring forward for the consideration of the meeting any matter of which he has not given ten clear days' notice to the member-secretary, unless the Chairman, in his discretion, permits him to do so.

(6) The Board may adjourn from day-to-day or any particular day, and no fresh notice shall be required for any adjourned meeting.

(7) No proceeding shall be invalidated merely on the ground that the provision in this rule relating to the notice is not strictly complied with.

5. *Presiding Officer.*—Every meeting shall be presided over by the Chairman and, in his absence, by a Chairman to be elected by the members present from amongst themselves.

6. *All questions to be decided by majority.*—(1) All questions at a meeting shall be decided by a majority of votes of members present, and voting shall be by raising of hands in favour of the proposal.

(2) In case of an equality of votes, the presiding officer shall have a second or casting vote.

7. *Quorum.*—(1) Five members shall form the quorum for any meeting.

(2) If at any time fixed for any meeting or during the course of any meeting a quorum is not present, the presiding officer shall adjourn the meeting and if a quorum is not present on the expiration of fifteen minutes from such adjournment, the presiding officer shall adjourn the meeting to such hours on the following or on some other future date as he may fix.

(3) No quorum shall be necessary for the adjourned meeting.

(4) No matter which had not been on the agenda of the original meeting shall be discussed at such adjourned meeting.

(5) No fresh notice shall be required for the adjourned meeting.

8. *Minutes.*—(1) Record shall be kept of the names of members who attended the meeting and of the proceedings at the meeting in a book to be maintained for that purpose by the member-secretary.

(2) The minutes of the previous meeting shall be read at the beginning of the every succeeding meeting, and shall be confirmed and signed by the presiding Officer at such meeting.

(3) The proceedings shall be open to inspection for any member at the office of the Board during office hours.

9. *Maintaining order at meeting.*—The Presiding Officer shall preserve order at meeting.

10. *Business to be transacted at meeting.*—Except with the permission of the Presiding officer, no business which is not entered in the agenda or of which notice has not been given by a member under sub-rule (5) of rule 4, shall be transacted at any meeting.

11. *Order of business.*—(1) At any meeting business shall be transacted in the order in which it is entered in the agenda.

(2) Either at the beginning of the meeting or after conclusion of the debate on a motion during the meeting the presiding officer or a member may suggest a change in the order of business as entered in the agenda and if the meeting agrees, such a change shall take place.

12. *Procedure for transaction of business of committees constituted by the Board.*—(1) The time and place of the meetings of the Committees constituted by the Board under sub-section (1) of section 9 shall be as specified by the Chairman.

(2) The quorum for a meeting of committee constituted under sub-section (1) of section 9 shall be one-half of the total number of members of the committee.

(3) Subject to sub-rule (1) and sub-rule (2), the meetings of any of the committee constituted under sub-section (1) of section 9 shall, as far as may be governed by the rules applicable to the meetings of the Board.

## CHAPTER IV

13. *Fees and allowances to be paid to such members of the committee of the Board as are not members of the Board.*—A member of a committee of the Board shall be paid in respect of the meetings of the committee, travelling allowance, daily allowance and sitting fee if he is a non-official, at the rates specified in rule 3, as if he were a member of the Board, and, if he is a Government Servant, at the rates, admissible under the relevant rules of the Government under which he is serving.

## CHAPTER V

14. *Manner in which and the purpose for which persons may be temporarily associated with the Board.*—(1) The Board may invite any person, whose assistance or advice it considers useful to obtain in performing any of its functions to participate in the deliberations of its meetings.

(2) Such persons shall be paid in respect of meetings of the committee, travelling and daily allowances if he is a non-official, at the rates specified in rule 3 as if he were a member of the Board and if he is a Government Servant, at the rates admissible under the relevant rules of Government under whom he is serving.

#### CHAPTER VI

15. *Conditions of service of Chairman and Member-Secretary.* — (1) The whole time Chairman shall be paid a monthly pay in the scale of pay approved by Government on the recommendation of the Board.

(2) In addition to the pay prescribed in sub-rule (1), the Chairman will also be paid all allowances including travelling allowances as are applicable to an officer of the corresponding status of the State Government. He will also be paid any other allowance, additionally, as the Board may decide, and subject to approval of Government.

(3) Where a Government servant is appointed as Chairman, he shall also be paid deputation allowance admissible under State Government rules in addition to the pay and other allowance mentioned under sub-rules (1) and (2).

(4) The part-time Chairman shall be paid honorarium approved by the Government on the recommendation of the Board.

16. *Salaries, allowances and other conditions of service of Member-Secretary.* — (1) The member-secretary shall be paid a monthly pay in the scale of pay approved by Government on the recommendation of the Board.

(2) In addition to the pay prescribed in sub-rule (1), the member-secretary will also be paid all allowances including travelling allowances as are applicable to an officer of the corresponding status of the State Government. He will also be paid any other allowances additionally as the Board may decide and subject to the approval of Government.

(3) Where a Government servant is appointed as member-secretary, he shall also be paid deputation allowance admissible under State Government rules in addition to the pay and other allowances mentioned under sub-rule (1).

#### CHAPTER VII

17. *Powers and Duties to be exercised by the Chairman and the Member-Secretary of the Board and appointment of Officers and employees.* — (1) Subject to the policy and principles approved by the Board, the general management of the affairs and business of the Board shall be with the Chairman who shall have power to do all things necessary or desirable for the management of affairs and business of the Board in carrying out its objectives.

(2) (i) The Chairman may undertake tours within India for carrying out the functions of the Board. The Chairman shall be the Controlling Authority for journeys performed by him within and outside the State.

(ii) The Chairman may, with the prior approval of the Government visit any country outside India.

(3) The Chairman shall have powers to accord administrative sanction to all estimates without any financial limit in the allocation made for such purposes in the budget of the Board.

(4) In the matter of acceptance of tenders, the Chairman shall have full powers without any monetary limit.

(5) Subject to rules, if any, made under sub-section (3) of section 12 of the Act, the Chairman shall have full powers in the matters of promotion, confirmation, transfer and termination of service of the officers and employees appointed by the Board.

(6) The Chairman shall have authority to make appointment to posts the maximum pay of which does not exceed Rs. 3500 (Rupees three thousand and five hundred) per month, provided, such appointments are reported to the Board at the next meeting. He shall also have powers to remove or suspend or otherwise punish or take disciplinary action proceedings against any employee of the Board at his discretion in accordance with these rules.

(7) The Chairman shall have power to permit employees of the Board to perform journeys within and outside the State and declare officers under him as controlling officers for regulating travelling allowance claims.

18. *Powers and duties of the Member-Secretary.* — The Member-Secretary shall be subordinate to the Chairman and shall, subject to the control of the Chairman, exercise the following powers, namely: —

(1) The Member-Secretary may undertake tours within India for the performance of duties entrusted to him by the Board provided that he shall keep the Chairman informed of his tours and obtain the previous permission for his tours outside the State.

(2) The Member-Secretary shall be in charge of all the confidential papers of the Board and shall be responsible for preserving them.

(3) The Member-Secretary shall produce such papers whenever so directed by the Chairman or by the State Board.

(4) The Member-Secretary shall make available to any member of the Board, for his perusal any record of the Board.

(5) The Member-Secretary shall be entitled to call for the service of any officer or employee of the Board, and files, papers and documents for study from any department of the Board at any time including checking of accounts, vouchers, bills and other records and stores pertaining to the Board or regional offices thereunder.

(6) The Member-Secretary may withhold any payment, provided that as soon as may be after such withholding of payment the matter shall be placed before the Board for its approval.

(7) The Member-Secretary, shall make all arrangements for holding meetings of the Board and meeting of the committees constituted by the Board.

(8) All orders or instructions to be issued by the Board shall be over the signature of the

Member-Secretary or of any other officer authorised in this behalf by the Chairman.

(9) The Member-Secretary shall authorise, sanction or pass and make all payments against estimates sanctioned, within the allocations made for such purposes in the budget of the Board.

(10) The Member-Secretary shall write and maintain confidential reports of all subordinate officers of the Board and shall get them countersigned by the Chairman.

(11) (i) The Member-Secretary shall sanction the annual increments of the officers of the Board subordinate to him.

(ii) The annual increments of officers which the Member-Secretary is not competent to sanction shall be sanctioned by the Chairman.

(12) The Member-Secretary shall have full powers for according technical sanction to all estimates.

(13) The Member-Secretary shall exercise such other powers and perform such other functions as may be delegated to him from time to time either by the Board or by the Chairman.

(14) The Member-Secretary shall have power to execute contracts, deeds, instruments and assurances of property and in particular (a) all service agreements (b) security bonds (c) conveyance, lease of houses, land or other immovable property and (d) assurances required by law or otherwise.

(15) Subject to approval of the Board the Member-Secretary shall have power to engage legal advisors, Advocates, Attorneys for the purpose mentioned in sub-rule (13) or for generally protecting or assisting the business of the Board on terms and conditions to be approved by the Board.

(16) The Member-Secretary shall have power to make and give receipts, release and other discharge for claims and demands on the Board.

(17) The Member-Secretary shall have powers to sanction advertisement charges upto Rs. 4000 (Four thousand) in each case subject to a limit of Rs. 10,000 (Ten thousand) per year.

(18) The Member-Secretary shall have powers to hire private building on rent subject to a maximum of Rs. 1,000 (one thousand) per month.

(19) The Member-Secretary shall have powers to sanction purchase of books and periodicals subject to a monetary limit of Rs. 10,000 (Ten thousand) per annum.

(20) The Member-Secretary shall have powers to purchase office furniture and equipments subject to a maximum of Rs. 20,000 (Twenty thousand) at a time upto a total limit of Rs. 50,000 (Fifty thousand) per annum.

(21) The Member-Secretary shall have powers to purchase materials and equipments for execution of construction works up to limit of the allotments made from time to time.

(22) The Member-Secretary shall have powers to sanction installations of telephones in the office of the Board.

(23) (i) In respect of contracts to be let out by the Board, the Member-Secretary shall have powers upto a financial limit of Rs. 2 lakhs (Two lakhs).

(ii) In respect of works and supplies, the Member-Secretary shall have powers to accept quotations upto Rs. 50,000 (Fifty thousand) at a time.

19. *Creation and abolition of posts.* — The Board may create such posts as it considers necessary for the efficient performance of its functions, make appointments to such posts and may abolish any post, so created:

Provided that (1) for the creation of posts, the maximum of the scale of which is above Rs. 1,500 (one thousand and five hundred) per month, the Board shall obtain prior sanction of the Government.

(2) The Staff appointed by the Board to the posts created by it will be governed by the rules applicable to Government servants of Goa unless specifically prescribed.

#### CHAPTER VIII

20. *Appointment of Consulting Engineer.* — For the purpose of assisting the Board in the performance of its function, the Board may appoint a consulting Engineer to the Board for a specified period not exceeding four months:

Provided that the Board may, with the prior approval of the State Government extend the period of the appointment from time to time:

Provided further that if at the time of the initial appointment the Board had reason to believe that the services of the Consulting Engineer would be required for a period of more than four months, the Board shall not make the appointment without the prior approval of the State Government.

21. *Power to terminate appointment.* — Notwithstanding the appointment of a Consulting Engineer for a specified period under rule 20, the Board shall have the right to terminate the services of the Consulting Engineer before the expiry of the specified period, if in the opinion of the Board, the Consulting Engineer is not discharging his duties properly or to the satisfaction of the Board or if such a course of action is necessary in the public interest.

22. *Emoluments of the Consulting Engineer.* — The Board may pay the Consulting Engineer suitable emoluments or fees depending on the nature of work, and the qualifications and experience of the Consulting Engineer:

Provided that the Board shall not appoint any person as Consulting Engineer without the prior approval of the State Government, if the emoluments or fees payable to him exceeds Rs. 4,000 (Four thousand) per month.

23. *Tours by Consulting Engineer.* — The Consulting Engineer may undertake tours within the State for the performance of the duties entrusted to him

by the Board and in respect of such tours, he shall be entitled to travelling and daily allowances as admissible to Class I Officer of the State Government. He shall, however, obtain prior approval of the Chairman to his tour programme.

**24. Consulting Engineer not to disclose information.**—The Consulting Engineer shall not disclose any information either given by the Board or obtained during the performance of the duties assigned to him either from the Board or otherwise, to any person other than the Board without the written permission of the Board.

**25. Duties and functions of the Consulting Engineer.**—The Consulting Engineer shall discharge such duties and perform such functions as are assigned to him, by the Board and it will be his duty to advise the Board on all technical matters referred to him by the Board.

#### CHAPTER IX

**26. Power to take samples of effluents by the Board and form of notice.**—(1) The Board or any officer empowered by it in this behalf shall have power to take for the purpose of analysis, samples of water from any stream or well or samples of sewage or trade effluent, which is passing from any plant or vessel or from or over any place into any such stream or well after serving on the person in charge of, or having control over, the plant or vessel or in occupation of the place a notice to that effect.

(2) A notice under clause (a) of sub-section (3) of section 21 shall be in Form I.

#### CHAPTER X

**27. Reports of the result of analysis on samples taken by the Board.**—When a sample of any water, sewage or trade effluent has been sent for analysis to a laboratory established or recognised by the Board, the Board Analyst appointed under sub-section (3) of section 53 shall analyse the sample and submit to the Board a report in triplicate in Form II. on the result of such analysis.

#### CHAPTER XI

**28. Reports of the result of analysis on samples forwarded to the Government Analyst.**—(1) The Government Analyst shall cause to be analysed any samples of water, sewage or trade effluent received by him from any officer authorised by the Board for the purpose, and findings shall be recorded in triplicate in Form III.

(2) The fees for each such report shall be such as may be fixed by the State Government Analyst.

#### CHAPTER XII

**29. Application for consent of the Board.**—(1) An application for obtaining the consent of Board for bringing into use any new or altered outlet for the discharge of sewage or trade effluent into a stream or well or sewer or on land or for beginning to make any new discharge of sewage or trade effluent into a stream or well or sewer or on land under section 25, or for continuing an existing discharge of sewage or trade effluent into a stream or well or

sewer or on land under section 26 shall be made to the Board in Form IV.

(2) Such application shall be accompanied by fees as prescribed in the Table below:—

TABLE

Order of slab	Kilo litre of average water consumption per day	Fees in rupees
1.	10 or below	200
2.	10 + to 50	300
3.	50 + to 100	400
4.	100 + to 500	600
5.	500 + to 1000	800
6.	1000 + to 5000	1200
7.	5000 + to 10000	1600
8.	10000 + to 50000	2400
9.	50000 + to 100000	3200
10.	100000 + to 500000	4800
11.	500000 + to 1000000	6400

+ more than the stated figure, thus 10 + means more than 10.

(3) Any application not accompanied by the prescribed fees shall not be entertained by the Board.

(4) The fees shall be paid by Bank Draft in favour of the Goa State Pollution Control Board.

#### CHAPTER XIII

**30. Manner in which enquiry may be made in respect of application for obtaining consent of the Board and the matter to be taken into account in granting or refusing such consent.**—(1) On receipt of an application for consent under section 25 or section 26, the Board may depute any of its officers, accompanied by as many assistants as may be necessary, to visit the premises of the applicant, to which such application relates for the purpose of verifying the correctness or otherwise of the particulars furnished in the application or for obtaining such further particulars or information as such officer may consider necessary. Such officer may, for that purpose, inspect any place where water or sewage or trade effluent is discharged by the applicant, or treatment plants, purification works or disposal system of the applicant and may require the applicant to furnish to him any plan specification and other data relating to such treatment plants, purification works or disposal systems or any part thereof, he considers necessary.

(2) Such officer shall before visiting any premises of the applicant for the purpose of inspection under sub-rule (1), give notice to the applicant of his intention to do so in Form V. The applicant shall furnish to such officer all facilities that such officer may legitimately require for the purpose.

(3) An officer of the Board may, before or after carrying out an inspection under sub-rule (1), require the applicant to furnish to him, orally or in writing such additional information or clarification, or to produce before him such documents, as he may consider necessary for the purpose of investigation of the application and may, for that purpose, summon the applicant or his authorised agent to the office of the Board.

## CHAPTER XIV

31. *Form of budget estimates.*— (1) The budget in respect of the year ensuing showing the estimated receipts and expenditure of the Board shall be prepared in Forms VI and VII and submitted to the Government.

(2) The estimated receipts and expenditure shall be accompanied by the revised budget estimates for the current year.

(3) The budget shall, as far as may be, based on the account heads specified in Schedule II.

32. — *Submission of budget estimates to the Board.*— (1) The budget estimates as compiled in accordance with rule 32 shall be placed by the Member-Secretary before the Board by the 5th October each year for approval.

(2) After approval of the budget estimates by the Board, four copies of the final budget proposals incorporating therein such modifications as have been decided upon by the Board shall be submitted to the Government by the 15th October each year.

33. *Estimates of establishment expenditure and fixed recurring charges.*— (1) The estimates of expenditure on fixed establishment as well as fixed monthly recurring charges on account of rent, allowances, etc. shall provide for the gross amount without deductions of any kind.

(2) To the estimates referred to in sub-rule (1) shall be added with a suitable provision for leave salary based on past experience with due regard to the intention of the members of the staff in regard to leave as far as the same can be ascertained.

34. *Re-appropriations and emergent expenditure.*— No expenditure which is not covered by a provision in the sanctioned budget estimates or which is likely to be in excess over the amount provided under any head, shall be incurred by the Board without provision being made by reappropriation from some other head, under which savings are firmly established and available.

35. *Power to incur expenditure.*— The Member Secretary shall have powers to incur expenditure against allotments made in the budget estimates sanctioned by the Board and against sanctioned estimates from out of the funds of the Board subject to observance of the general financial rules.

36. *Operation of fund of the Board.*— The fund of the Board shall be operated by the Member-Secretary of the Board or in his absence by any officer of the Board who may, subject to the approval of the State Government be so empowered by the Board.

37. *Form of annual report.*— The annual report in respect of the year last ended giving a true and full account of the activities of the Board during the previous financial year shall contain the particulars specified in the Schedule III and shall be submitted to the State Government by the 15th of May each year.

38. *Form of annual statement of accounts of the Board.*— The annual statement of accounts of the Board shall be, in Forms VIII, IX, X, XI and XII.

39. The Board shall carry out the directions issued by Government from time to time in any matter.

## SCHEDULE I

## FORM I

**THE GOA STATE POLLUTION CONTROL BOARD**  
Notice of intention to have sample analysed

(See rule 26)

To

...

Take notice that it is intended to have analysed the sample of water/sewage effluent/trade-effluent which is being taken today the ... day of ... 19... from (†) ...

Name and designation of the person who takes the sample.

(†) Here specify the stream, well, plant, vessel or place from where the sample is taken.

## FORM II

**Report by the Board Analyst**

(See rule 27)

Report No. ...

Dated the ... 19...

I hereby certify that I, (\*) ... Board Analyst duly appointed under sub-section (3) of section 53 of the Water (Prevention and Control of Pollution) Act, 1974 (Act 6 of 1974) received on the (†) ... day of ... 19... (‡) ... a sample of ... for analysis. The sample was in a condition fit for analysis reported below:—

I further certify that I have analysed the aforementioned sample on (§) ... and declare the result of the analysis to be as follows—

(§) ...

...

The condition of the seals fastening and container on receipt was as follows:—

...

...

Signed this ... day of ... 19...

Address ...

(Signed)

Board Analyst

To

...

(\*) Here write the full name of the Board Analyst.

(†) Here write the date of receipt of the sample.

(‡) Here write the name of the Board or person or body of persons or Officer from whom the sample was received.

(§) Here write the date of analysis.

(§) Here write the details of the analysis and refer to the method of analysis. If the space is not adequate the details may be given on a separate sheet of paper.



## FORM III

## Report by the Government Analyst

(See rule 28)

Report No. ...

Dated the ... 19...

I hereby certify that I, (\*) ... Government Analyst duly appointed under sub-section (1) of section 53 of the Water (Prevention and Control of Pollution) Act, 1974 (Act 6 of 1974) received on the (†) ... day of ... 19... from (‡) ... a sample of ... for analysis. The sample was in a condition fit for analysis reported below:—

I further certify that I have analysed the aforementioned sample on (\$) ... and declare the result of the analysis to be as follows:—

(\$ ) ...

...

...

Signed this ... day of ... 19...

Address ...

(Signature)  
Government Analyst

To

...

...

(\*) Here write the full name of the Government Analyst.

(†) Here write the date of receipt of the sample.

(‡) Here write the name of the Board or person or body of persons or Officer from whom the sample was received.

(\$) Here write the date of analysis.

(\$ ) Here write the details of the analysis and refer to the method of analysis. If the space is not adequate the details may be given on a separate sheet of paper.

**THE GOA STATE POLLUTION CONTROL BOARD.  
THE WATER (PREVENTION AND CONTROL OF  
POLLUTION) ACT, 1974 (ACT 6 OF 1974)**

**A. Explanatory memorandum on application for consent**

## FORM IV

- Form No. IV is the form of application to be used by persons who wish to bring into use any new or altered outlet for the discharge of or begin to make any new discharge or wish to continue an existing discharge of sewage or trade effluent into a stream or well under section 25/26 of the Act.
- The prescribed forms of application are supplied by the Member-Secretary, the Goa State Pollution Control Board in sets of five on remitting the cost of the forms by cash or by M. O. and the applicant will be required to return three copies, the other two copies being for the use of the applicant and his professional Advisor, if any.
- The application to be filled out strictly following the instructions given under the 'Explanatory Note' which can be seen at the end of the application.
- The applicant must submit with the application three copies of the following:—
  - General-site plan.
  - Detailed layout plan of the factory premises, showing structures, water supply lines, storm drain, sewers for domestic effluents and for trade effluents, location of effluent treatment units and its disposal outlet points and any other useful information.

(iii) Flow sheet of effluents.

(iv) Report of analysis of the effluent (Chemical, Physical and Bacteriological) at the point immediately before discharge into the stream or well in the prescribed form.

(v) Cross section at each discharge point showing the invert level of outlet, level of water in the stream, the ground level, etc.

## 5. Applicants should address their application to—

The Chairman,  
The Goa State Pollution Control Board,  
Faculty Block,  
Bambolim Medical College Complex,  
Post Santa - Cruz,  
Goa — 403 005.

**THE GOA STATE POLLUTION CONTROL BOARD.  
THE WATER (PREVENTION AND CONTROL OF  
POLLUTION) ACT, 1974 (ACT 6 OF 1974)**

## FORM IV

**Application for consent for beginning to make any new  
Discharge/continuing discharge of sewage or trade  
effluent under section 25/26 of the Act**

(To be submitted in triplicate)

(See rule 29)

Date ...

From

...

...

...

To

The Chairman,  
The Goa State Pollution Control Board, Faculty Block,  
Bambolim, Medical College Complex, Post Santa Cruz,  
Goa 403 005

Sir,

1 I/We apply to the Goa State Pollution Control Board for CONSENT under \*Section 25/Section 26 of the Water (Prevention and Control of Pollution) Act 1974 (Act 6 of 1974) to bring into use any new or altered outlet for the discharge of \*Sewage/trade effluent\* to begin to make new discharge of \*sewage/trade effluent or \*continue to make discharge of \*sewage/trade effluent from land/premises owned by (1) ... for a period upto (2) ... in accordance with the facts indicated in the Annexure, Appendices, plan etc.

I/We are discharging or propose to discharge.

(a) Sewage/Sullage via drains/outfall sewers/treatment works.

(b) Trade effluent (via) drains/outfall sewers/treatment works.

(c) Solid wastes

into (3)

(i) Stream ... /River OR

(ii) On land for irrigation, bearing Survey No. ... adjoining/at a distance of ... stream/River.

OR

(iii) Lake, Pond adjoining/at a distance ... of stream/River.

OR ...

(iv) Directly on land for open percolation into sub-terranean strata of survey No ... adjoining at a distance of ... stream/River.

OR

(v) Tidal waters/estuarine waters known as ... OR

(vi) sea along/off the shore known as ...

2. The annexure, appendices other particulars and plans in triplicate are attached herewith.

3. I/We further declare that the statements made and informations furnished in the Annexures, appendices, and plans are true to the best of my/our knowledge. I/We understand that it is an offence to make a false statement in applying for any proposed consent. [See Section 42 (1) (F) of the Act]

4. I/We hereby submit that in case of change of the point or the quantity of discharge or its quality, a fresh application for CONSENT shall be made and until such CONSENT is granted no change shall be made.

5. I/We hereby agree to submit to the Board, an application for renewal of CONSENT three months in advance of the date of expiry of the period consented to for outlet/discharge, if to be continued thereafter.

6. I/We undertake to furnish any other information within one month of its being called for by the Board. We further understand that only the dates on which all the relevant particulars in order to make the application complete in all respects, are furnished by us, will be reckoned as the date of making the application, irrespective of the date of submission of the original application, which is incomplete.

Yours faithfully,

Signature(s) ...

Name(s) of Applicant(s) ...

...

Address of Applicant(s) ...

...

#### Accompaniments:

\* Note: Strike out entries not relevant.

#### ANNEXURE TO FORM IV

Discharge  
Outlet : Existing/New/Altered

Note: Any applicant knowingly giving incorrect information or suppressing any information pertaining thereto shall be liable to be punished under the Act. While filling this Annexure, the Applicant not concerned with any of the items/shall State "Not concerned" against the relevant one.

1. Full name of Applicant with Address (In block letters) ...  
(Tel. No. ... )  
Telegram.
2. Full name of land/premises Area /Institute/factory/industry/Treatment plant; with address. ...  
(Tel. No. ... )  
Telegram
3. Give revenue/survey number of land/premises for which the application is made stating District, Taluka and Village. District ...  
Taluka ...  
Town ...  
Village ...  
Revenue Survey No. ...  
Area in Hectares ...
4. State the month and the year in which the land/premises/ Area/Institute/Factory/Industry/Treatment plant was actually put into commission or is proposed to be put into commission. ...  
...  
...  
...

5. State the Civil/Military/Defence/Industrial estate etc. under whose administrative jurisdiction the applicant's land/premises is situated.

Corporation ...  
Municipality ...  
Panchayat ...  
Cantonment ...  
Defence Department ...  
Port Trust ...  
State Government ...  
Prohibited area ...

6. (a) State whether the land/premises/factory/industry has been declared as prohibited area.

Yes/No.

(b) If yes, state the name of the authority and furnish a certified copy of the order under which the area has been declared as prohibited area.

7. Is the industry/factory for which application is made closed on any days of the week. If so give the days on which it is closed.

Yes/No.

8. State working season in a year for the Industry/Factory.

(a) Full year  
(b) Part

From To  
From To  
From To  
From To

... every year

Shift No. 1 hrs.	Shift No. 2 hrs.	Shift No. 3 hrs.	General shifts hrs.
---------------------	---------------------	---------------------	------------------------

9. (a) No. of workers attending the factory.

(b) No. of workers residing in the premises.

10. (For Local Bodies only)

(a) Present Population.

(b) Population covered under regular sewerage facilities.

(c) Population covered by conservancy latrines.

(d) Population having septic tank/pit privy facilities.

11. (a) List the raw materials used such as metals, alloys, oils, fuel etc. used per month in Metric tons.

		Name
Metal and Alloy		Weight
		Name
Chemicals	(a) Inorganic	Weight
		Name
"	(b) Organic	Weight
		Name
"	(c) Dyes	Weight
		Name
"	(d) Pesticides and Insecticides	Weight
		Name
Fuel:	(a) Wood	Weight



Fuel	(b) Coal	Name	Weight
"	(c) Oil	Name	Weight
"	(d) Gases	Name	Weight
"	(e) Other	Name	Weight

(b) List the products and by-products manufactured and the production per month.

Serial No.	Name of Product	Quantity in Metric Tonne per month
------------	-----------------	------------------------------------

(attach separately if space insufficient)

(c) Brief description of production processes: (attach separately if space insufficient)

12. (a)	State quantity of water in litres used per day. Break up of quantities of water used.	
(a)	For manufacturing process	... I/day
(b)	As wash water	... I/day
(c)	As cooling water	... I/day
(d)	Domestic	... I/day
(e)	Agriculture	... I/day
(f)	Other uses	... I/day

(b) Source of water (state the name of river or lake or any other source)

13.	State whether storm water drains are kept separate from Industrial/ Domestic effluent drains.	Yes/No.
-----	---	---------

14. (a)	Is domestic effluent allowed to get mixed in Industrial effluent?	Yes/No
(b)	If yes, state the ratio.	Domestic/Industrial
(c)	State whether any treatment is given to the domestic waste before allowing to mix with the industrial effluent.	
(d)	If no, state how it is disposed off and treatment given if any.	

15.	Is there any provision or proposal for disposal of:	Already made	Proposed to be made
(a)	Domestic effluent in public underground sewer	Yes/No	Yes/No
(b)	Industrial effluent in public underground sewer	Yes/No	Yes/No
(c)	Give the name of public authority owning the sewer		

16. (a)	Give the name of, or sufficient description to identify, the stream or well for discharge into which, consent is applied for ...	
(b)	Location of discharge.	

Ref. No. of outlet in the map	State whether discharging into stream/ well/land for irrigation/ percolation	Occupation or access	Contiguous Land	Expected date of acquisition of interest or right of access.
(1)	(2)	(3)	(4)	(5)

17. (a) Quality of effluent/sewage.

Ref. No. of outlet in the map	Process unit from which the effluent is discharged	Quantity of discharge in litres per day	Treatment given to the effluent (if any) before discharge	Ref. No. of analysis report	Frequency of analysis of effluent
(1)	(2)	(3)	(4)	(5)	(6)

Provide 3 copies of analysis report of the effluent at each point in the prescribed analysis report form attached.

(b) Quantity of discharge.

Ref. No. or outlet in the map	Whether the discharge is seasonal or round the year give particulars	Maximum quantity discharged (in litres).			How is the quantity measured	If there are variations in the rate of discharge whether particulars of variations furnished.	Remarks
		Per year	Per day	Per hour			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Note: Furnish a graph showing variations in the rate of discharge; if not uniform round the clock.

(c) Details of outlet.

Ref. No. of outlet in the map	Type of outlet and size	Free discharge or sub-merged	Velocity of discharge	Whether cross section at point of discharge attached	Gravity flow or pumping
(1)	(2)	(3)		(5)	(6)

Note: Give a cross section at each point of discharge furnishing the levels of the invert of outlet, water level of receiving body of water, ground level etc.

18.	Is there any provision for equalizing or holding lagoons or tanks to store the effluent during unfavourable stream or tidal conditions.	Already made	Proposed to be made
(i)	Domestic		
(ii)	Industrial		
(iii)	Combined effluent.		

19.	Is sufficient land available/can be made available in case land disposal of effluent is proposed.	Yes/No	Area available
-----	---	--------	----------------

20. (a)	Is the effluent toxic.	Yes/No
(b)	State if the Industrial effluent is	
(i)	having unpleasant smell	Yes/No
(ii)	Irritating	Yes/No
(iii)	Corrosive	Yes/No
(iv)	With colour	Yes/No
(c)	Is there any sudden change of temperature of effluent exceeding 10°C at any time.	Yes/No

21. Are facilities available with the applicant for carrying out the following tests of the waste waters

	Existing	Proposed
(i) Physical	Yes/No	Yes/No
(ii) Chemical	Yes/No	Yes/No
(iii) Bacteriological	Yes/No	Yes/No
(iv) Toxicological	Yes/No	Yes/No

22. State details of solid wastes.
- | Description              | Quantity | Method of collection | Method of disposal |
|--------------------------|----------|----------------------|--------------------|
| (i) Seasonal waste       |          |                      |                    |
| (ii) Spillage            |          |                      |                    |
| (iii) Rejected materials |          |                      |                    |

23. Give details of any other matters which you wish the Board to take into account in considering this application.

Signature (s) ...

Name (s) of the applicant (s) ...

Address of the applicant (s) ...

#### REPORT OF ANALYSIS OF EFFLUENT/SEWAGE

Details of composition of Domestic/Industrial combined effluents in respect of the following

Ref. No. of outlet in the Map.	Effluent before treatment			Effluent after treatment		
	At Max. Dis.	At Min. Dis.	At ave. Dis.	At Max. Dis.	At Min. Dis.	At ave. Dis.
Date of analysis.						
1. PH.						
2. Colour-units.						
3. Temperature °C.						
4. Suspended solids						
5. Dissolved solids						
6. Total volatile solids, mg/l.						
7. (a) Acidity						
(b) Alkalinity						
8. Free Ammonia, mg/l.						
9. Ammonical Nitrogen, (Mg/l) N.						
10. Nitrates. (mg/l) N.						
11. Dissolved Oxygen, mg/l.						
12. B. O. D. 5 days						
13. C. O. D. mg/l.						
14. Oil and grease, mg/l.						
15. Chloride, mg/l (as Cl).						
16. Phosphates (P) mg/l.						
17. Phenolic compounds, mg/l (as Phenol)						
18. Cyanides (as CN) mg/l.						
19. Sulphides (as S)						
20. Sulphates [as SO <sub>4</sub> ] mg/l.						
21. Insecticides, mg/l.						
22. Total residual chlorine [as CL] mg/l.						
23. Fluorides, [as F] mg/l.						
24. Boron [as B] mg/l.						
25. Arsenic [as As] mg/l.						
26. Barium, [as Ba] mg/l.						
27. Percent Sodium						
28. Cadmium [as Cd] mg/l.						

29. Copper [as Cu] mg/l.  
 30. Lead [as P] mg/l.  
 31. Chromium, [as Cr] mg/l.  
 Chromium Hexavalency [as Cr] mg/l.  
 32. Mercury [as Hg] mg/l.  
 33. Nickel [as Ni] mg/l.  
 34. Selenium [as Se] mg/l.  
 35. Silver [as Ag] mg/l.  
 36. Zin (as Zn) mg/l.  
 37. Any other metals, mg/l.  
 38. Carbon Chloroform extracts.  
 39. Pesticides, mg/l.  
 40. Bioassay for toxic constituent TL 50 [96 hours].  
 41. Radioactive materials.

(a) Alpha Emitters, Uc ml Max.

(b) Beta Emitters, Uc/ml. Max.

Signature (s) ...

Name (s) of applicant (s) ...

Address of applicant (s) ...

Note: — (1) Furnish a copy of the analysis report of representative samples carried out by a competent laboratory.

(2) Excepting where such methods of determination are not available in ISI, the standard methods as laid down in the book "Standard method for the examination of Water and Waste Water" published by APHA will be followed for determination of the above mentioned parameters.

(3) If there is absolutely no possibility of any particular constituent being present in the effluent, the applicant must state this fact in the analysis report against the particular characteristic and this need not be analysed for. But the applicant should take full responsibility for this statement and he will be proceeded against according to the provisions of the Act if his statement is found to be not true.

#### Explanatory notes for filling in Form No. IV and the Annexure

The notes are given only for those items for which explanation is considered desirable. Other items are self explanatory.

#### Form

- Here mention the name of the owner of the land/premises if other than the applicant industry or factory. If the land or premises belong to the factory/industry, say 'self'.
- Here mention the date up to which the consent is sought for.
- Here mentioned the local name of the river/stream tidal waters or sea as may be applicable.

#### ANNEXURE TO FORM IV

For defenition of stream refer section 2(j) of the Act. Outlet means the arrangement for discharge of the effluent for which the consent is sought.

Discharged — means the effluent going out of the outlet.

Existing — means that which is in operation at the time of applying for the consent.

New — means that which will be scught into operation in future.

Altered — means that which has been modified due to changes in quantity and/or quality of discharge, arrangement and point of discharge etc.

Item 1 — Here give the name of the person who is authorised by the institution/Industry/Factory/Local Body etc., to transact their legal business.

Item 2 — Here give the registered name of the Institution/Factory Industry etc. under which the business is carried out.

Item 5 — Here state the concerned institution under whose administrative control the Factory/Industry etc. is set up.

Item 6: — Applicable only to those areas which are prohibited areas, such as the ordinance Factories, Mint etc.

Item II (c): — Attach a separate sheet if space is not sufficient.

Item 16 (d).

Column (1) — Enter the reference number of discharge on the map accompanying this application, of each of the points at which you propose the Board should authorise discharge of sewage or Trade effluent.

Column (3) — Opposite the reference number of that point enter Occupier. If you are the occupier of the land contiguous to the inland water at that point; or

"Potential Occupier" — If you have entered into negotiations to acquire and interest which will entitle you to occupy such land; or

"right of access" — If you have a right of access to such land; or

"Potential right of access" — If you expect to have a right of access to such land, and

in column (4) specify the land-say "coloured blue" (by reference to the map accompanying this application and

in column (5) opposite each entry in column (4) which is potential occupier or potential right of access specify the date upon which you expect to acquire the interest in, or the right of access to, the land.

Item 17 — Here, give the quality and quantity of effluent of different types such as domestic, industrial or mixed etc. proposed to be or is let into the stream/river, lands, lakes, sea etc., as may be applicable.

Item 20 (a) — Here toxicity means that which is established by bioassay studies on fish, as per procedure given in the standard methods.

#### Accompaniments

(1) General — Site plan.

(2) Detailed layout plan of the factory premises, showing structures water supply lines, storm drain, sewers for domestic effluents and for trade effluents, location of effluent treatment units and its disposal outlet points and any other useful information.

(3) Flow sheet of effluents.

(4) Reports of analysis of the effluent (Chemical/Physical and Bacteriological) at the point immediately before discharge into the stream or well in the prescribed form.

This analysis to be furnished shall cover as many parameters as are expected to be found, in the effluent, if some of the parameters are not expected to be found, say 'not applicable'. If some other parameters, than those listed under the items are expected, the same may be mentioned at the end. The analysis shall be separately furnished for domestic, Industrial and combined effluents.

For each discharge, separate analysis report is necessary. Attach separate reports for each discharge.

(5) Cross section at each discharge point showing the invert level of outlet of water in the stream, the ground level etc.

#### FORM V

### THE GOA STATE POLLUTION CONTROL BOARD

#### Notice of Inspection

(See rule 30)

Chairman

Shri ...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

Member Secretary

Shri ...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

...

Take Notice that for the purpose of enquiry under Section 25/26 the following Officers of the Board namely:

(i) Shri ...

(ii) Shri ...

(iii) Shri ...

and the persons authorised by the Board to assist them shall inspect the

(a) Water Works

(b) Sewage Works

(c) Waste treatment Plan

(d) Factory

(e) Disposal system

(f) Any other parts thereof of pertaining thereto under your management/control on date(s) ... between ... hours when all facilities requested by them for such inspection should be made available for them on the site. Take Notice that refusal or denial to above stated demand made for performing the functions of the Board shall amount to obstruction punishable under Section 42 of the Act.

By order of the Board,  
Member Secretary

Copy to:

1 ...

2 ...

3 ...

#### FORM VI

### THE GOA STATE POLLUTION CONTROL BOARD Detailed Budget Estimates for the year 19...

(See rule 31)

#### ADMINISTRATION

(Expenditure)

Head of account	Actuals for the past three years	Sanctioned Estimate for the current year	Actuals of last six months i.e. year	Actuals of last six months of the current year	Revised Estimate for the current year	Budget Estimate for the next year	Variations between columns 5 and 8	Variations between columns 8 and 9	Explanation for columns 10 and 11
19...	19...	19...	19...	19...	19...	19...	19...	19...	19...
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10) (11) (12)

Accounts Officer/Accountant

## FORM VII

## THE GOA STATE POLLUTION CONTROL BOARD

## SALARIES

Statement of details of provision proposed for salaries  
for the year 19... — 19...

(See rule 31)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Name and Designation Reference to page of Estimate form	Sanctioned pay of the post		Increment fall- ing due within the year	Increment fall- ing due within the year			Remarks
	Minimum	Maximum		Date of increment	Rate of increment	Amount of incre- ment for the year	
	(a)	(b)	(c)	(a)	(b)	(c)	

Accounts Officer/Accountant

## FORM VIII

## THE GOA STATE POLLUTION CONTROL BOARD

Receipts and payments for the year ended ...

(See rule 38)

Previous year (1)	Receipts (2)	Previous year (3)	Payments (4)
Opening Balance ...		1. Capital expenditure	
Grants received:		(i) Works ...	
(a) from Government ...		(ii) Fixed Assets ...	
(b) from other agencies ...		(iii) Other Assets:	
ii. Fees ...		(a) Laboratory equipments ...	
iii. Fines and Forfeitures ...		(b) Vehicles ...	
iv. Interest on investments ...		(c) Furniture & Fixtures ...	
v. Miscellaneous receipts ...		(d) Scientific instruments and Office appliances ...	
vi. Miscellaneous Advances ...		(e) Tools & Plant ...	
vii. Deposits ...			
		2. Revenue Expenditure	
		A. Administrative:	
		(i) Salaries ...	
		(ii) Travelling Allowance:	
		a) Chairman ...	

b) Members ...  
c) Others ...

(iii) Leave salary and pension contributions ...

(iv) Office expenditure ...

B. (i) Board Laboratory ...

(ii) Charges to be paid to State Government Analyst Laboratory ...

C. Running and Maintenance of Vehicles ...

D. Maintenance and Repairs:

(i) Buildings ...

(ii) Works ...

(iii) Furniture and fixtures ...

(1) (2) (3) (4)

(iv) Scientific Instruments and office appliances ...

(v) Tools and plants ...

E. Fees to consultants and Specialists ...

F. Law Charges ...

G. Miscellaneous ...

H. Fees for Audit ...

3. Purchases ...

4. Miscellaneous ...

5. Advances ...

6. Deposits ...

Closing Balance ...

Total ... Total ...

Accounts Officer/  
AccountantMember  
Secretary

Chairman

## FORM IX

## THE GOA STATE POLLUTION CONTROL BOARD

## ANNUAL STATEMENT OF ACCOUNT

Income and expenditure accounts for year ended 31st March 19...

(See rule 38)

Expenditure				Income			
Previous year	Details	Total of sub-head	Total of Major head	Previous year	Details	Total of sub-head	Total of Major head
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
To	Rs.			By			
Revenue expenditure				1. Grants received			
(A) Administrative				(a) From Government			
(i) Salaries				(b) From other agencies			
(ii) Travelling allowances				Total			
(iii) Leave salary and pension contributions				Less:			
(iv) Board's contribution to the staff provident fund.				Amount utilised for Capital expenditure.			
(v) Contingent expenditure				Net grant available for Revenue expenditure.			
(B) Running expenses of laboratories:				II Fees			
(i) Main laboratory				III Service rental charges			
(ii) Payments to be made to the State Government Analyst laboratory				IV Fines and forfeitures			
(C) Running and maintenance of vehicles				V Interest on investments			
(D) Maintenance and Repairs				VI Miscellaneous receipts			
(i) Buildings and Land				VII Excess of expenditure over income			
(ii) Drainage Works							
(iii) Furniture and Fixtures							
(iv) Scientific instruments and office appliances							
(v) Tools and Plant							
(E) Fees to consultants and specialists							
(F) Law Charges							
(G) Depreciation:							
(i) Buildings							
(ii) Laboratory equipment							
(iii) Vehicles							
(iv) Furniture and fixtures.							
(v) Scientific instruments and office appliances							
(vi) Tools and Plants							
(H) Miscellaneous							
(i) Write off of losses (as per details in the statement attached).							
(ii) Other Miscellaneous expenditure.							
(I) Fees for Audit							
(J) Excess of Income over expenditure.							
Total							

Accounts Officer/Accountant

Chairman

## FORM X

## THE GOA STATE POLLUTION CONTROL BOARD

## ANNUAL STATEMENT OF ACCOUNTS

Balance sheet as at 31st March 19...

(See rule 38)

Capital and Liabilities				Property and Assets			
Previous Year	Details	Total of sub-head	Total of major head	Previous Year	Details	Total of sub-head	Total of major head
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
(A) Capital Fund				1. Works— (as per Form XI)			
(i) Grants received from Government for Capital Expenditure				2. Fixed Assets (As per Form XII)			
(a) Amount utilised upto 31st March 19...				(a) Value of land provided by Govt. (at cost)			
(ii) Grant from other agencies for Capital expenditure				(b) Buildings—			
(a) Amount utilized upto 31st March 19...				Balance as per last Balance Sheets			
(b) Unutilised balance to 31st March 19...				Additions during the year			
(iii) Value of land provided by Govt. (Per contra)				Total			
B. Capital Receipts				Less:			
C. (i) Deposits received for works from outside bodies				Depreciation during the year			
Deposits				Total			
Less Expenditure—				3. Other Assts—			
(ii) Other deposit				(As per Form XII)			
D. Amounts due—				(a) Laboratory Equipment as per last balance sheet additions during the year			
(i) Purchases				Total			
(ii) Others				Less depreciation during the year			
E. Excess of income over expenditure:				Total			
(i) Up to 31st March 19...				(b) Vehicles as per last balance sheet Addition during the year			
(ii) Add for the year				Total			
(iii) Deduct—Excess of expenditure over income				Less Depreciation during the year			
				Total			
				(c) Furniture and fixtures as per last Balance Sheet Additions during the year			
				Total			
				Less Depreciation during the year			
				Total			
				(d) Scientific Instruments and Office Appliances—			
				As per last Balance Sheet Additions during the year			
				Total			
				(e) Tools and Plants—			
				As per last Balance Sheet Additions during the year			
				Total			
				Less Depreciation during the year			
				Total			



(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
				4. Sundry Debtors			
				(i) Amounts due from out site bodies			
				for expenditure incurred —			
				Expenditure			
				Less Amount received			
				(ii) Other sundry Debtors			
				5. Advances —			
				(a) Miscellaneous Advances			
				(b) Other amount recoverable Cash —			
				(a) Notice/Short Term Deposits			
				(b) Cash at Bank			
				(c) Cash at Hand			
				(d) Cash in transit			
Total				Total			

Accounts Officer/Accountant	Member	Secretary	Chairman
-----------------------------	--------	-----------	----------

  


---

**FORM XI**

**THE GOA STATE POLLUTION CONTROL BOARD**

**Expenditure on works as on 31st March 19...**

(Item I—Assets of the Balance Sheet)

(See rule 38)

Sr. No.	Name of work	Upto 31st March 19...	During the year 19...	Upto 31st March 19...
	Direct expenditure			
	Overhead Charges			
	Total expenditure			
	Direct expenditure			
	Overhead Charges			
	Total expenditure			
	Direct expenditure			
	Overhead Charges			
	Total expenditure			
	Total			

Accounts Officer/Accountant    Member    Secretary    Chairman

**SCHEDULE II**

**BUDGET AND ACCOUNT HEADS**

[ See rule 31. (3) ]

**ADMINISTRATION**

**Heads of Accounts (Expenditure)**

1. Salaries
2. Wages
3. Travel Expenses
4. Office Expenses
  - (a) Furniture
  - (b) Postage
  - (c) Office Machines/Equipment
  - (d) Liveries
  - (e) Telephones
  - (f) Electricity and Water Charges
  - (g) Stationery
  - (h) Printing
  - (i) Staff car and other vehicles
  - (j) Other items
5. Fee and Honoraria,
6. Payment for professional and special services
7. Rents, rates and Taxes/Royalty
8. Publication
9. Advertising, Sales and Publicity Expenses
10. Grants in aid/Contribution/Subsidies
11. Hospitality Expenses/Sumptuary/Subsidies
12. Pensions/Gratuities
13. Write off/Losses
14. Suspenses
15. Expenses in connection with the setting up and maintenance of the Board Laboratory
16. Other charges (A residuary head, this will also include rewards and prizes)

**Heads of Accounts (Receipts)**

1. Payments by Government
2. Fees
3. Fines and other Receipts

**FORM XII**

**THE GOA STATE POLLUTION CONTROL BOARD**

**ANNUAL STATEMENT OF ACCOUNTS**

**Fixed Assets as on 31st March 19...**

(Item 2 Assets of the Balance Sheet)

**Other Assets as on 31st March 19...**

(Item 3 Assets of the Balance Sheet)

(See rule 38)

Sr. No.	Particulars of Assets	Balance as on 31st March 19...	Additions during the year	Total	Depreciation during the year	Sales or write off during the year	Balance as on 31st March 19...	Cumulative depreciation as on 31st March 19...

Accounts Officer/  
/Accountant
Member  
Secretary
Chairman

## SCHEDULE III

## THE GOA STATE POLLUTION CONTROL BOARD

Annual Report for the Financial year April 19... to March 19...

(See rule 37)

1. Introductory.
2. Constitution of the Board including changes therein.
3. Constitution of the Committees by Board and Meetings of the Committees constituted by it.
4. Meetings of the Board.
5. Activities of the Board including the various functions performed under Section 1 of the Act.
6. Prosecutions launched and convictions secured.
7. Finance and Accounts of the Board.

8. Visits to the Board by Experts, important persons, etc.
9. Any other important matter dealt with by the Board.

By order and in the name of the Governor of Goa.

A. T. Fernandes, Under Secretary to the Govt. of Goa, S.T.E. Department.

## EXPLANATORY NOTE

It is necessary to frame rules under the Water (Prevention & Control of Pollution) Act, 1974 for the effective functioning of the State Board for Prevention and Control of Water Pollution. The notification is for the purpose of framing rules under the above Act.